

STATE OF IOWA
Department of Education
COMMODITY NON-DELIVERY DATES

This form must be completed by ALL facilities before FRIDAY, August 4, 2006.

INSTRUCTIONS: Please complete each section completely. **NOTE:** Deliveries will be made during inclement weather, unless notified otherwise.

Fax or mail form to: **KECK, Inc.**
Attn: Jenni Arnold
320 SW 9th Street
Des Moines, IA 50309

Telephone Number: **(515) 244-5646**
FAX Number: **(515) 244-5252**

SECTION A: School Information

County/Agreement #: _____
School: _____ City: _____
Authorized Representative: _____ Title: _____
Telephone Number: _____ FAX: _____
E-Mail Address: _____

SECTION B: Non-Delivery Dates

Please provide all dates your school has scheduled for In-Services, breaks, and/or special events (conferences, Homecoming, etc) that would interfere with commodity delivery. *(Please remember to include Thanksgiving, Christmas, and Spring Breaks)* **It is not possible for Keck to change delivery dates and times once they have been scheduled, so they need to be aware of ALL dates you are unavailable to accept deliveries. Please contact Jenni at Keck, Inc. before a distribution begins if you need to make changes to this form.**

If NO BREAKS are scheduled, please check here: _____

AUGUST	SEPTEMBER
OCTOBER	NOVEMBER
DECEMBER	JANUARY
FEBRUARY	MARCH
APRIL	MAY

Person(s) to contact if school is closed:

Name/Title: _____
Phone Number: _____
Name: _____
Phone Number: _____

SECTION C: Delivery Times

Our state contract with KECK, Inc. provides that they may make deliveries anytime between 7:00am and 4:00pm. If you are able to accept deliveries **BEFORE 7:00am** or **AFTER 4:00pm**, please list them below.

_____ This site can accept deliveries **earlier than 7:00a.m.** Please indicate time: _____ a.m.

_____ This facility can accept deliveries **later than 4:00p.m.** Please indicate time: _____ p.m.

Signature, Authorized School Representative

Date (mm/dd/yy)